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**From:** Jeannie Caputo <jcaputo@bellwethercorp.com>  
**Sent:** Monday, March 12, 2012 1:00 PM  
**To:** McGuire, Thomas M (DPH)  
**Subject:** RE: Stockroom Item List 2-21-12.xlsx  
**Attachments:** Stockroom Item List 2-21-12.xlsx; MaterialImport.xls

Tom,

I have started working on the Material and Inventory import files based on the file you sent me on March 5<sup>th</sup>. I have attached the file you sent me and the Material Import file I have started. I need you to modify the attached Material Import file as follows:

Column E (Ordering UOM) – contains the entries from your Column E (unit of measurement). The UOM in ePMX can only be up to three characters in length. I looked at an older set of your data to see what UOMs you already have on file. Based on what is on the set of data I have here I replaced CASE with cas, DOZ with dz, EACH with ea, and ROLL with rol. You will need to add a UOM for bdl (instead of BDLE) and you will need to add a UOM for pad.

Column F (Stocking UOM) – if the ordering UOM and the stocking UOM are the same please copy the UOM from Column E to Column F. If the stocking UOM is different from the ordering UOM please enter it in Column F.

Column H (Conversion Factor) – if the ordering UOM is different from the stocking UOM the system needs to know how to convert the quantity received from the ordering UOM to the stocking UOM when it updates the quantity on hand in the inventory master record when the item is received. For example, the item in row 2 contains 250/pkg. The ordering UOM is PKG. If the stocking UOM is EA then the factor would be 250.

Column M (Taxable) – please indicate if the item is taxable or not by entering a N or Y in this column.

Column O (Primary Vendor Code) – Column N contains the Primary Vendor Name. Look up it's associated code in the ePMX system and enter the code in Column O.

Thanks!

*Jeannie Caputo*

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**From:** McGuire, Thomas M (DPH) [mailto:[thomas.m.mcquire@state.ma.us](mailto:thomas.m.mcquire@state.ma.us)]  
**Sent:** Monday, March 05, 2012 10:34 AM  
**To:** 'Jeannie Caputo'  
**Subject:** FW: Stockroom Item List 2-21-12.xlsx

Hi Jeannie,

Here is the updated file. One of the questions that Mike had was around the issued quantity verses the order quantity. The stockroom will order items by the case then issue them out by the pack or box. I assuming the software can deal with this?

Thanks

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**From:** Peeples, Michael (DPH) [<mailto:michael.peeples@massmail.state.ma.us>]

**Sent:** Monday, March 05, 2012 10:20 AM

**To:** McGuire, Thomas M (DPH)

**Subject:** Stockroom Item List 2-21-12.xlsx